

**BYLAWS  
EXECUTIVE COMMITTEE  
OF THE  
STATE TRAUMA ADVISORY BOARD**

**ARTICLE I**

**Purpose**

The Executive Committee (Committee) is formed to assist the State Trauma Advisory Board (Board) in carrying out the duties described in Arizona Revised Statutes 36-2222. The Committee's primary responsibilities are evaluation and planning. This includes development of goals and objectives for the Board and its committees.

**ARTICLE II**

**Committee Liaison**

The intent of this Article is to provide for the timely and appropriate exchange of information regarding emergency medical services between the Committee and the Board. To that end, the Bureau Chief, Bureau of Emergency Medical Services (BEMS), ADHS, or his/her designee is the Department's liaison to the Committee.

The Bureau Chief, BEMS, or his/her designee shall provide staff support and technical assistance to the Committee as needed. He/she shall make every reasonable effort to inform the Committee of pending actions and/or issues which may be within the scope of the consultative and advisory duties of the Committee. The Bureau Chief, BEMS, or his/her designee shall be responsible for ensuring the Board is informed of Committee recommendations and actions in a reasonable time frame.

**ARTICLE III**

**Members**

**Section 1.** Committee Membership

The Executive Committee will consist of the Vice Chair of the State Trauma Advisory Board (STAB) who will be chair of the Executive Committee, chairs of all other STAB standing committees, and one additional STAB member. The Chair of the Executive Committee may not be the chair of another STAB standing committee.

**Section 2.** Term of Membership

Members of the Committee shall be appointed by the Medical Director, BEMS, for a duration sufficient to complete the assignment or task.

**Section 3.** Compensation

Committee members shall not be eligible to receive compensation.

**Section 4.** Voting

Each member of the Committee shall be entitled to one vote when present at a meeting of the Committee. No individual member shall cast more than one vote on the Committee. Voting by proxy and/or alternate voter shall not be authorized.

**ARTICLE IV**

**Officers**

**Chair:** The Committee shall have a Chair who shall be the Vice Chair of the State Trauma Advisory Board. The Executive Committee Chair may not be the chair of another STAB standing committee.

**Vice Chair:** The Vice Chair of the Executive Committee will be selected by simple majority vote and shall serve as the Executive Committee Chair in the absence of the Chair.

## **ARTICLE V**

### **Meetings**

#### **Section 1.** Meetings

As this Committee is only appointed for specialized tasks and assignments, there are no regular meetings. Meetings will be called upon request by the Board Chair or the Board, at a time and place designated by the Committee Liaison in cooperation with the Chair.

#### **Section 2.** Notice of Meetings

Committee members shall be notified ten (10) days in advance of all Committee meetings. Minutes of the previous meeting and an agenda for the upcoming meeting should be available to members ten (10) days in advance of the Committee meetings.

#### **Section 3.** Attendance

Regular attendance is expected of all Committee members. If a member fails to attend three (3) consecutive meetings, the Committee Liaison will notify the Medical Director, who will make a determination on the member's status.

#### **Section 4.** Quorum

A simple majority of the members of the Committee in person or by telephone shall constitute a quorum. Quorum will be determined by those actual members of the Committee and without consideration of vacant membership positions.

## **ARTICLE VI**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are inconsistent with these bylaws.

The Committee will appoint a member to act as parliamentarian during meetings. It will be the parliamentarian's responsibility to ensure Committee meetings are conducted following Robert's Rules of Order.

## **ARTICLE VII**

### **Open Meeting Law**

The Arizona Open Meeting Law shall apply to meetings of the Committee.

## **ARTICLE VIII**

### **Minutes**

Minutes of each Committee meeting will be recorded, and the Committee shall have the right of review and correction of minutes of all meetings before publication and distribution.

## **ARTICLE IX**

### **Motions**

All motions passed by this Committee will be forwarded to the State Trauma Advisory Board for review and/or action at their next regularly scheduled meeting.

**ARTICLE X**  
**Amendments**

These bylaws can be amended at any regular meeting of the Committee by a majority vote of the entire membership, provided that the amendment has been submitted to the members in written form ten (10) days in advance of the meeting. Bylaws will be reviewed, at a minimum, every three years.

Approved: 4/97

Revised and Approved: 3/25/99

Revised and Approved: 10/24/02